

# MINUTES

## Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT) Wednesday, May 27, 2020 @ 7:00 p.m. Virtual

**BOT Members in Attendance:** Regina Chadwick (GC Chair), Christopher Chandler (CCM VP Elect), Nichole Dowlearn, Tara Dunsmore, Deb Knox-Teitel, Jeff Koehler, Jen Kuhn, Ellie Landru (MVM VP Elect), Kathleen Lutrell, Jen Mayo, Carrie Jean Rathmell (GC Chair), Liz Seal, Shemica Sheppard, Molly Spence, Don Townsend

1. Call to Order/Welcome - Molly opened the meeting
2. Community Comments - Molly encouraged the community to email her ([president@mmcimd.org](mailto:president@mmcimd.org)) or the BOT ([bot@mmcimd.org](mailto:bot@mmcimd.org)) with Community Comments or questions.
3. Consent Agenda Items
  - March Minutes approved on 4/27/20: 9 aye, 0 nay, 4 did not vote.
  - Motion for attorney fees for MMCI to enter into a Representation Agreement with John Garza of the Garza Law Firm to represent MVMPCS in lease negotiations with the landlord at 217 Dill Ave. Approved: 8 aye, 0 nay, 5 did not vote.

#### 4. Reports

MMCI President Report

Molly Spence

*MVM needs to negotiate lease renewal at the current location of 217 Dill Ave. The BOT voted on Mr. Garza to support MVM in the lease negotiation. There is a \$5000 retainer. Discussions with Mr. Garza will start right away. Molly met with Mark Pritts. He will be leaving the role as Charter School Liaison but will remain with FCPS. Dr. Dan Lippy will be taking over this role. CCM is on track for figuring out their probation status. Mark emphasized that the goal by December is to have a plan in place, not necessarily a full solution. There is a team creating the plan including CCM, MVM, and MMCI to work with FCPS. At the end of June the BOT will transition to the elect positions and Christopher and Ellie will be moving into the VP roles. Tori McCarthy will be the new GC Chair.*

CCM VP Report

Christopher Chandler

*Nothing to report*

MVM VP Report

Kathleen Lutrell

*Kathleen is working with Ellie the VP elect on the insurance project and for HVAC estimates for Dill Ave. Kathleen is creating an updated responsibilities and projects list to provide to Ellie as they transition the VP role.*

BOT Treasurer Report

Jeff Koehler

*Jeff emailed the treasurer notes to the BOT. The main topics were a snapshot of facility savings and school year surplus/deficit.*

## 5. Updates

10 Mins – CCM update

Carrie Jean Rathmell / Marilyn Horan

*(Carrie Jean) CCM facilities committee met this afternoon. CCM continues to look at possibilities as they come up and is following options as they come up. CCM is discussing options with Building Hope. An Upper Elementary teacher left for another position and CCM is engaged in the hiring process. The FCPS hosted website now is redirected to the Carroll Creek website. Charter renewal work continues and CCM is conscientious of the December deadline. Fundraising is temporarily on hold with COVID-19. CCM is looking into increasing the counselor position from the .4 it currently is as there are additional needs. The conversation between FCPS about FCPS custodial vs. contracted services is ongoing. Carroll Creek met the deadline to apply for MD Excels. A site visit is the next step however site visits are currently not possible. Sherry Quinones will be taking over the zoning exception task from Liz Seal.*

*(Marilyn) Student personal belongings pickup day will be on June 8th. All materials will be taken to the youngest sibling in the building. No more than 8 staff members will be there and it will be held outside. Class meetings are going well.*

10 Mins – MVM update

Regina Chadwick/Amy Dorman

*Regina sent a report to the BOT with the following updates:*

- *Updates and reminders of movement on GC and Committees:*
  - *Tori McCarthy is taking on the role of GC Chair after the school year ends.*
  - *GC will be determining new Secretary at June 1 meeting*
  - *New Staff Rep will be joining GC after the school year ends – replacing Monica Talley*
  - *GC voted in the May 2020 meeting to approve Eddie Benites as the incoming parent rep. Term to end Dec. 31, 2020 – replacing Regina Chadwick*
  - *Rachel Schooley is replacing Marisa Berube as Budget Chair beginning July 1*
  - *GC is currently looking for a Fundraising Chair*
- *April 2020 GC Meeting the GC approved 3 teacher reimbursements. Sent to BOT April 7, 2020. GC is waiting on BOT votes.*
- *GC approved Compensation for Staff Reps at May 2020 meeting - \$400 each*
- *Committees have been tasked with finding creative ways to keep the MVM community informed and engaged over the summer and fall if distance learning is to continue. Will be reporting back to the GC as applicable.*
- *Budget work session to be held in July. Summer meeting schedule on the agenda for*

*next week's GC meeting.*

*(Amy Dorman) Teachers are starting to pack up their rooms. Teachers are placing belongings in clear bags and pick up will take place in the parking lot. Staffing appears to be 100% and communication should go out soon. Dennis is the new building maintenance mechanic. Amy is working with Mark Pritts on teacher reviews and also on the principal reviews.*

Fundraising Committee

Tara Dunsmore

*Jen Shemer has expressed interest in organizing a couple of carry out nights over the summer at the MMCI level. The schools could split the proceeds and it could be an opportunity to support local businesses. Different ideas are discussed to provide a dine at home together event or a dance party or other event to bring the community together.*

Grants Committee

Jeff Koehler

*Nothing to update.*

Lottery Committee

Melissa Najera/David Henry

*Nothing to update.*

Facility update

Molly Spence

*A meeting was held last week and the committee will be meeting monthly. We are at a standstill for a new property. We are working on both joint campus and individual opportunities.*

*Jen Mayo joined.*

#### 6. Discussion/Action Item

- **Discussion:** Purchase of Zoom license to allow live streaming to the MMCI community. (Tara)  
*Tara researched and found that currently Zoom licences do not have a fee for schools. She has applied for an account for MVM and MMCI and is waiting to see if they were approved. The fee to upgrade the G Suite is \$50. The BOT will try to have this worked out by next month.*
- **Discussion:** COVID related grant applications (Molly)  
*After reviewing the Payroll Protection Grant - this would provide about \$4000 however would require a lot of documentation and money would need to be spent in a very specific way. Ellie and Nichole volunteered to take over this project.*
- **Discussion/Vote:** Lottery Vendor renewal with SchoolMint/Smart Choice (Molly)  
*When MMCI selected a lottery vendor last year there were two: Smart Choice and SchoolMint. We selected Smart Choice. SchoolMint has purchased Smart Choice so now the agreement will be with SchoolMint. With Smart Choice we paid an amount upfront which kept fees the same. SchoolMint honored the original document this*

year but that may not work in the future. The system works well.

Molly motioned that the agreement with SchoolMint for lottery vendor renewal be approved. Christopher Chandler seconded. All in favor, vote passed.

- **Discussion:** Expansion of duties for MMCI Bookkeeper (Tara)  
Tara outlined responsibilities that would be added to the bookkeeper position if it would become full time. The increase in overall expenses would be about \$20,000 per year. That would be 40 hours per week at the current rate and MMCI would pay 70% of the health insurance. The total cost annually would be \$47,000. MMCI is currently paying about \$28,000. Jeff discussed that the full time role would help out with the turnover of Budget Chairs at each school and to facilitate the Budget Chairs and GC Chairs roles to track budget details year to year. Tara shared a recent situation where a Budget Chair was able to catch an FCPS discrepancy where MVM was paying for things that were not their responsibility. Tara recommended that year one the funds come from MMCI level therefore not impacting the schools. Moving forward, if the position was going well the schools would then each chip in \$10,000. Tara motioned that we increase the position of the MMCI bookkeeper to a full time position including a \$300 insurance allotment for an approximately \$48,000 per year with a \$19,000 increase. The first year would be out of MMCI Savings account and the second the additional expense would then come from each MVM and CCM. Molly seconded. Ellie recommended the trial be extended beyond December to ensure coverage through annual meeting and charter renewal. Molly questioned savings and Tara shared that MMCI has over \$300,000 in savings that would cover the initial year. Jen Kuhn questioned the amount to go back to each school while budgets are currently tight. Tara explained it is an admin cost that the BOT decides overall what we need to operate. Jeff discussed that this is a need he has heard from both schools. Molly mentioned that having somebody in a role that could help manage numbers that sometimes surprise us and help leaders that change over to understand is something that is needed. Molly called for a vote. All in favor, vote passed.
- **Discussion:** Insurance renewal (Kathleen)  
Kathleen reviewed insurance coverage. We have always carried minimum coverages and as Kathleen reviewed it she saw some gaps that we should address. There are items that would have a large loss capability and our coverage is minimum. Our general liability is \$1 million per occurrence and \$2 million aggregate. She requested a quote for an increase to \$5 million coverage. We currently only have contents coverage of \$100,000 which is not enough if there is a large loss. She increased this to \$611,000. Kathleen requested a cyber protection coverage addition. Kathleen requested an increase of employee dishonesty from \$25,000 to \$100,000. Kathleen is recommending adding student accident coverage to cover \$25,000 per incident and up to \$100,000. The current quote with the additional coverage is the same as our current amount that we are paying. Kathleen is waiting to hear for another quote from our current company. Kathleen is working with each school to help assess and mitigate risk.
- **Discussion:** MVM GC request for teacher reimbursements for tuition reimbursement. (Regina)

*Three teachers came to the GC requesting 100% reimbursement for courses they are currently taking. After much discussion the GC felt it should approve at 100% but should increase from the 2 year service agreement with the school to a 5 year service agreement to receive the 100% payment. MVM GC has historically reimbursed at 60%. The BOT discussed that the request falls outside of the BOT policy which allows flexibility in reimbursement of between 60-100% but states a clear service agreement timeline. The board expressed concern at the 5 years after program completion being too long. The BOT recommended that the GC revisit the BOTs policy and see if the approval can be made within the parameter of the policy. If the GC feels that the policy does not meet their needs they can let the BOT know and MMCI will work on redrafting a policy.*

- **Discussion:** Preliminary Budget for FY21 (Tara)  
Moved to email.

*Molly adjourned at 10:07*

#### 7. Announcements:

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):  
*meetings will be virtual until further notice*

- June 24
- July 29
- August 26

2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>